

## Statement of VET Tuition Assurance – VET FEE-HELP

1. Charlton Brown Pty Ltd ABN: 76 071 346 953 ACN: 071 346 953 (the first provider) must comply with the VET Tuition Assurance requirements. This is to protect students in the event we cease to provide a VET course of study in which a student is enrolled.
2. These requirements are covered under Schedule 1A to the *Higher Education Support Act 2003* (the Act) and chapter 3 of the *VET Guidelines 2015* (the *VET Guidelines*). The meaning of 'ceasing to provide a VET course of study' is set out in the *VET Guidelines* which are available on the [Com Law](#) website.
3. In the event we cease to provide a VET course of study in which a student is enrolled, the student is entitled to a choice of:

a) an offer of a place in a similar VET course of study with a second provider without any requirement to pay the second provider any tuition fee for any replacement VET units (this is known as the 'VET Course Assurance Option')

OR

b) a refund of the student's up-front VET tuition fee payments and/or a re-crediting of any FEE-HELP balance for any VET unit of study in which the student is enrolled or commences but does not complete because we cease to provide the VET course of study of which the unit forms part (this is known as the 'VET Tuition Fee Repayment Option')

4. CHARLTON BROWN® have met the VET tuition assurance requirements, as specified in the *VET Guidelines 2015*, through current membership with the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (the Scheme). Contact details for Australian Council for Private Education and Training ACPET/ASTAS are:

**Australian Council for Private Education and Training (ACPET)**  
**PO Box 551, EAST MELBOURNE VICTORIA 8002**

Website: [www.acpet.edu.au](http://www.acpet.edu.au)

Email: [acpet@acpet.edu.au](mailto:acpet@acpet.edu.au) or [astas@acpet.edu.au](mailto:astas@acpet.edu.au)

Phone Number: 1800 657 644 (toll-free nationally)

5. If CHARLTON BROWN® ceases to provide a VET course of study, ACPET-ASTAS will send a student enrolled in the VET course of study a written VET Tuition Assurance Offer (the Offer) advising the student of the options available under the VET tuition assurance requirements. The Offer will include directions that the student must follow in order to notify ACPET-ASTAS of the choice they have made for each affected VET unit. ACPET-ASTAS will provide this Offer within twenty business days after it knows, or should know by reasonable enquiries that CHARLTON BROWN® have ceased to provide the VET course of study.
6. For the purposes of VET FEE-HELP, all courses offered by CHARLTON BROWN®, in accordance with the course requirements of clause 45 of Schedule 1A to the Act, are covered by the Scheme as part of our membership of the Scheme.

7. A student may choose either:
- a) the VET Course Assurance Option
  - b) the VET Tuition Fee Repayment Option
- These options are explained below.

### **The VET Course Assurance Option**

- Under the VET course assurance option, a student will be offered a place in a similar VET course of study by ACPET-ASTAS. If the student accepts this option, ACPET-ASTAS will make all necessary arrangements to ensure the student is able to enrol with the second provider in a similar VET course of study. This offered VET course will lead to the same or a comparable qualification without any requirement on the part of the student to pay the second provider any tuition fee for any replacement VET units (that is, units that the student had commenced but not completed because the VET course ceased to be offered). A student will receive full credit from the second provider for any VET units of study successfully completed with the first provider.
- The second provider nominated by ACPET-ASTAS may have different tuition fees to the fees the student would have paid for VET units of study that were part of the VET course of study CHARLTON BROWN® ceased to provide but which the student had not yet started studying.
- A student is not obliged to enrol in a VET course of study with a second provider offered by ACPET-ASTAS under the VET Course Assurance Option. However, if the student enrolls with any other VET provider there is no obligation on that VET provider to offer full credit transfer for the VET units of study completed with the first provider or to offer replacement VET unit/s free of charge.

### **The VET Tuition Fee Repayment Option**

Under the VET Tuition Fee Repayment Option, ACPET-ASTAS undertakes to pay the student the total of any up-front payments already paid by the student for any VET units of study the student has commenced but not completed because the VET course ceased to be offered. Students selecting this option will also have their FEE-HELP balance re-credited for the uncompleted VET units.

### **Publication**

The method this Statement of VET Tuition Assurance will be made public to students will be on our website at [www.charltonbrown.com.au](http://www.charltonbrown.com.au).

Students will be advised where the Statement of VET Tuition Assurance may be obtained as part of our enrolment information.